

EMERGENCY SERVICES DIVISION

PROCEDURE

BROOKHAVEN NATIONAL LABORATORY

Procedure No. EP-SOP-11.3

Revision No. 1

Page 1 of 4

Procedure Title: MASC ACTIVATION AND OPERATION

Table of Contents

1.0 PURPOSE/SCOPE

Page/s

2

2.0 RESPONSIBILITIES

2

3.0 DEFINITIONS

2

4.0 PREREQUISITES

2

5.0 PRECAUTIONS

2

6.0 PROCEDURE

2

7.0 REFERENCES

2

8.0 ATTACHMENTS

2

9.0 DOCUMENTATION

3

OFFICIAL ~~RECORD~~ RECORD
DO NOT DESTROY

PREPARED BY:

S. Bubka

Author/Date

Filing Code:

DM-5020.00

REVIEWED BY:

K. Krasner

Group Leader/Date

K. McIntyre

R. Miltenberger

J. Vaz

QAC/Date

APPROVED BY:

F. Marotta

Division Head/Date

EFFECTIVE DATE:

3-7-2000

LAST REVIEW DATE:

3/09/00

**EMERGENCY SERVICES DIVISION PROCEDURE
BROOKHAVEN NATIONAL LABORATORY**

Procedure No.
EP-SOP-11.3

Revision No. 1

MASC ACTIVATION AND OPERATION

Page 2 of 4

1.0 PURPOSE/SCOPE

To describe the method used to activate the Monitoring and Assessment Support Center (MASC). The MASC is located in Building 51.

2.0 RESPONSIBILITIES

- 2.1 The first person to arrive at the MASC is responsible for initiating this procedure.
- 2.2 The Senior Monitoring and Assessment Coordinator (SMAC) is responsible for ensuring that the MASC is activated and fully operational.

3.0 DEFINITIONS

None.

4.0 PREREQUISITES

Either of the following has occurred:

- 4.1 An Alert, Site Emergency or General Emergency has been declared.
- 4.2 Activation of the MASC has been ordered by the S&EP Division Manager or the LES.

5.0 PRECAUTIONS

- 5.1 In the event of a loss of power to the MASC, the SMAC shall contact the Radiological/Toxics Emergency Coordinator (R/TEC) at the EOF and request assistance.
- 5.2 In the event the MASC becomes uninhabitable, the SMAC will consult with the R/TEC as to the appropriate relocation of the MASC.
- 5.3 The MASC is not functional until the SMAC has determined that sufficient staffing and emergency resources have been assembled, and are ready to perform the intended response function.
- 5.4 Once the MASC is functional the SMAC shall inform the R/TEC in the EOF.
- 5.5 The equipment used for set-up of the MASC (phones, radios, maps, status boards, etc.) shall be obtained from either Building 348 or storage locations in Building 51.

6.0 PROCEDURE

Follow the MASC Activation Checklist (Attachment 1)

**EMERGENCY SERVICES DIVISION PROCEDURE
BROOKHAVEN NATIONAL LABORATORY**

Procedure No.
EP-SOP-11.3

Revision No. 1

MASC ACTIVATION AND OPERATION

Page 3 of 4

7.0 REFERENCES

None.

8.0 ATTACHMENTS

8.1 Attachment 1 - MASC Activation Checklist

9.0 DOCUMENTATION

None.

**EMERGENCY SERVICES DIVISION PROCEDURE
BROOKHAVEN NATIONAL LABORATORY**

Procedure No.
EP-SOP-11.3

Revision No. 1

MASC ACTIVATION AND OPERATION

Page 4 of 4

ATTACHMENT 1

MASC ACTIVATION CHECKLIST

1. _____ Ascertain habitability of MASC from the installed radiation monitor or EOF.
2. _____ Boot up computer for dose assessment.
3. _____ Test phones for dial tone.
4. _____ Test the MASC/EOF hotline.
5. _____ Determine if the MASC has adequate staffing available. This includes the following positions:
 - Senior Monitoring and Assessment Coordinator
 - Dose Evaluation and Assessment Coordinator
 - Field Team Manager
 - Field Team Communicator
 - Field Team
 - Administrative Support
6. _____ Advise the R/TEC when the MASC has been activated.
7. _____ Meteorology monitoring computers.
8. _____ Fax machine operating (transmit text message to EOF).
9. _____ All status boards ready.